PHARMACY PRESCRIPTION PRACTICES (PPP)

USER MANUAL

Version 1.0
April 1995

(Revised August 2002)

Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
08/2002	All		Document reformatted to meet national and local documentation standards. Added Revision History page and blank pages for two-sided copying.
			Renumbered pages and relocated Appendices between Glossary and Index.
			Except where noted under Patch PPP*1*35, no content changes were made.
08/2002	All	PPP*1*35	Replaced references and processes related to Minimal Patient Dataset (MPD) on CD-ROM with Master Patient Index/Patient Demographics (MPI/PD).
			Removed references to QUME terminals.
			Modified *Build/Rebuild Other Facility Xref* option description and example.
			Changed facility domain name suffix from VA.GOV to MED.VA.GOV.
			Deleted MPD EXTENDED ADDRESS, LOCATION OF DPT GLOBAL, and LOCATION OF TMP GLOBAL parameters and revised related examples.
			Updated Title Page, Table of Contents, examples, and Index.
03/1996	27a	PPP*1*2	Add new option *Add/Edit Merged Sites* [PPPMERGED SITE EDIT]
04/1995			Original Released User Manual.

Preface

This is the user manual for the Pharmacy Prescription Practices (PPP) software package. This manual is designed to provide guidance in daily usage of the Pharmacy Prescription Practices software to a broad range of users within Department of Veterans Affairs (VA) medical facilities.

Table of Contents

(Page added for two-sided copying.)

1. Introduction

The Pharmacy Prescription Practices (PPP) software consists of eleven menu options and one background task, which is scheduled daily. Together these provide the functionality necessary to alert pharmacy personnel to the existence of medications that may have been prescribed at other VA facilities. This software has been integrated with four packages to provide the following: a method of extracting pharmacy data from remote hospitals using the Patient Data Exchange (PDX) package; a history of patient visits from the Master Patient Index/Patient Demographics (MPI/PD) package; and information on local patients, including their scheduled clinic appointments and active pharmacy data, through the MAS (PIMS) and Pharmacy packages.

1.1. Option Overview

To the left of each option is the shortcut synonym that can be used to quickly enter the option.

BFFX   Build/Rebuild Other Facility Xref [PPP BUILD FFX]
This option is a background task which builds a file containing station number, last date of visit at each facility, and other data for patients who have visited other VA facilities. The file is used to determine whether a PDX request is needed prior to a patient's clinic appointment and provides data for medications prescribed at the other facilities.

CONS   Add/Edit Merged Sites [PPP MERGED SITE EDIT]
This option allows consolidated sites to be added to the PPP CONVERSION SITE file, preventing multiple requests from being sent for the same patient.
NOTE: This option has not been assigned to a menu but should be assigned to the menu of the person responsible for this package.

DOME   Edit Unresolved Domain Entries [PPP EDIT DOMAIN]
This option allows the user to change the domain name for all patients of a selected station who have visited other facilities when the domain remains unresolved after using the *Build/Rebuild Other Facility Xref* option.

FFXE   Edit Other Facility Cross-Reference [PPP EDIT FFX]
This option is used to add, edit, or delete the last date of visit and domain name of an entry in the PPP FOREIGN FACILITY XREF file.

FFXP   Print Other Facility Cross-Reference [PPP PRINT FFX]
This option allows the user to print a single report or a range of reports in the PPP FOREIGN FACILITY XREF file.

FORD   Display Visits To Other Facilities [PPP DISPLAY FOREIGN VISITS]
This option allows the user to view or print all available data concerning visits to other facilities by a specified patient.

LPRG   Purge Log File [PPP PURGE LOGFILE MENU]
This option scans the PPP LOG file and deletes any records with an entry date older than the value stored in the PPP PARAMETER file.

PARM Edit Parameter File [PPP (EDIT) PARAMETER]
The PPP PARAMETER file establishes the local operating parameters for the Pharmacy Prescription Practices package. This option is used to enter/edit the PPP parameters.

PLOG   Print Log File [PPP PRINT LOG]
The *Print Log File* option is used to print the entries from the PPP LOG file. The PPP LOG file contains all significant events and error conditions encountered while running the Pharmacy Prescription Practices software.

STAI   Initialize Statistic File [PPP INIT STAT]
This option resets all of the values in the PPP STATISTIC file to zero.

STAP   Print Statistic File [PPP PRINT STATISTICS]
This option is used to print the contents of the PPP STATISTIC file.

XPRG   Purge Other Facility Xref [PPP XREF PURGE]
This option scans the PPP FOREIGN FACILITY XREF file and deletes any records with a last date of visit older than the value stored in the PPP PARAMETER file.

1.2. Related Manuals

Related manuals include the Pharmacy Prescription Practices Technical Manual, Package Security Guide, and Installation Guide.

1.3. File names and numbers

Files are referenced in this manual without their associated file numbers. For more detailed information on file and field numbers, see the Pharmacy Prescription Practices Technical Manual.

2. Orientation

2.1. User Responses

All user responses in this manual are shown in boldface type. The symbol <**Enter**> is used to show when to press the Return or Enter key as a response to the prompt. The symbol <^> is used when referring to the up-arrow (caret).

2.2. Option Documentation

Each option is described, including its use and any special instructions related to the option. An example of what might appear on the screen when using the option is provided. If the option produces an output, an example is also given. Special notes are enclosed in a text box for emphasis.

2.3. List Manager

Pharmacy Prescription Practices (PPP) V. 1.0 uses the List Manager utility. List Manager is a tool designed to display a list of items that the user can select to perform specific actions. See Appendix A of this manual for help in using the List Manager utility.

2.4. Icons

Icons that may be used to highlight key points in this manual are defined as follows.

          Required security keys

          Electronic Mail Messages

          Integration points

(Page added for two-sided copying.)

3. Package Management

The Pharmacy Prescription Practices package provides VA medical centers with the ability to determine whether a patient has been seen at other VA facilities and to request current pharmacy information from those facilities prior to the patient appearing for a scheduled outpatient visit. Proper handling of this information is important to ensure patient confidentiality.

Per VHA Directive 10-93-142 regarding security of software, the PPP routines and data dictionaries may not be modified due to the high level of package integration.

Security keys have been added to most PPP options to ensure proper access for appropriate personnel.

4. Package Operation

4.1. On-line Help

When the format of a response is specific, a Help message is provided for that prompt. Help messages provide lists of acceptable responses or format requirements that provide instruction on how to respond.

A Help message can be requested by typing one or two question marks. The Help message will appear under the prompt, then the prompt will be repeated. For example, if the following prompt displays:

```
Enter Last Date Of Visit: APR 30,2002//
```

and help is needed on how to answer, entering one question mark (?) will display the Help message.

```
Enter Last Date Of Visit: APR 30,2002// ?
      Examples of Valid Dates:
        JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
        T   (for TODAY),   T+1 (for TOMORROW),   T+2,   T+7,   etc.
        T-1 (for YESTERDAY),   T-3W (for 3 WEEKS AGO), etc.
      If the year is omitted, the computer uses the CURRENT YEAR.
      You may omit the precise day, as:   JAN, 1957
      If the date is omitted, the current date is assumed.
      Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc.
      You may enter a time, such as NOON, MIDNIGHT or NOW.
      Seconds may be entered as 10:30:30 or 103030AM.
      Enter the date the patient was last seen at that facility.
Enter Last Date Of Visit: APR 30,2002//
```

For some prompts, the system will list the possible answers from which to choose. Any time choices appear with numbers, the system will usually accept the number or the name.

4.2. Non-menu Background Job Options

See the Implementation and Maintenance section of the technical manual for more detailed information.

Option Name	Suggested Run Frequency	Device Required	Remarks
Prescription Practices Daily Batch Routine [PPP BATCH]	Daily	Yes	Run after clinic hours

4.3. Menu Options

4.3.1. Build/Rebuild Other Facility Xref [PPP BUILD FFX]

 This option is locked with the PPP UTIL security key.

 This option pulls visit information from the Master Patient Index/Patient Demographics (MPI/PD) package.

The *Build/Rebuild Other Facility Xref* option is a background task that builds a file of all patients currently registered at the medical center who have visited other VA facilities. The file contains the patient's social security number, the station number, last date of visit for each facility, and other data required for file maintenance. It is used to determine whether a PDX request should be issued prior to the patient's clinic visit and provides available data for medications prescribed at other VA facilities.

> It is recommended that this routine be scheduled to run over a weekend when system activity is low.

Example: Build/Rebuild Other Facility Xref
Upon initial entry into the option, the program will check to see when the build was last performed. This date will be given to the user as a default starting point. The user can enter a different starting date.

```
               Build Foreign Facility Cross Reference

Start searching from what date?  JUL 17, 2002//  T-6M (JAN 17, 2002)
```

After selection of the start date, the program checks for the last Social Security Number processed. If the build process previously ran to completion, the user will be shown the following message:

```
 The last SSN processed (987654321P) is the last in the file.
 therefore, we will start the extract from the beginning.
```

However, if the program finds that the SSN is not the last entry, the user will be given the option of starting at that point, or starting from the beginning.

```
Do you want to start this extract at SSN : 123456789 ? NO// ?

        Answer Y and the report will commence with the next SSN.
        Answer 'N' and the process will start with the first SSN on file.

Do you want to start this extract at SSN : 123456789 ? NO// <RET>
OK, we'll start at the beginning.
```

The user will then be prompted for a start time. **It is recommended that this routine be scheduled to run over a weekend when system activity is low.**

```
When do you want to run this utility? NOW// T@2300   (JUL 16, 2002@23:00:00)
```

When the build process is completed, the user who started the option will receive a message detailing the results.

```
Subj: PHARMACY PRESCRIPTION PRACTICES  [#155] 17 Jul 02 09:24  7 lines
From: POSTMASTER  In 'IN' basket.   Page 1  *New*
-------------------------------------------------------------------------

 RESULTS FROM BUILD PROCESS

 Build Started at               : JUL 17,2002@08:57:15
 Build Finished at              : JUL 17,2002@09:24:18
 Last SSN processed             : 172088557
 Processed 34195 out of 34195 SSNs, with 42914 site visits.
```

4.3.2.   Edit Unresolved Domain Entries
[PPP EDIT DOMAIN]

 This option is locked with the PPP UTIL security key.

The *Edit Unresolved Domain Entries* option allows the user to change the domain name for all patients of a selected station who have visited other VA facilities, but whose domain names are still unresolved after using the *Build/Rebuild Other Facility Xref* option. This option is used primarily to update domain names that have been entered incorrectly.

You are prompted to enter an institution name. You may then choose to change the domain name for one, many, or all patient names that appear. The domain name <u>must</u> be entered in the format FACILITY NAME.MED.VA.GOV as shown in the following example.

Example: Edit Unresolved Domain Entries

```
                 PHARMACY PRESCRIPTION PRACTICES DOMAIN EDIT UTILITY

Select INSTITUTION NAME: ALBANY    NEW YORK                              500




Edit Domain Entries           May 11, 2002 10:41:16         Page:  1 of  1

Institution: ALBANY                        Default Domain:

 Entry   Patient Name            Institution          Domain
 1       FLORIDA,FRANK           ALBANY               ALBANY
 2       MINNESOTA,RONALD        ALBANY               ALBANY.MED.VA.GOV


          Enter ?? for more actions
CD  Change Domain                         CA  Change All Domains
Select Action:Quit// CD    Change Domain
Select Domain(s):  (1-2): 1
Change Domain Name in entry 1 from ALBANY to ?? for choices: ??// ALBANY.MED.
VA.GOV




Edit Domain Entries           May 11, 2002 10:41:16         Page:  1 of  1

Institution: ALBANY                        Default Domain:

 Entry   Patient Name            Institution          Domain
 1       FLORIDA,FRANK           ALBANY               ALBANY.MED.VA.GOV
 2       MINNESOTA,RONALD        ALBANY               ALBANY.MED.VA.GOV


          Enter ?? for more actions
CD  Change Domain                         CA  Change All Domains
Select Action:Quit//
```

4.3.3.   Edit Other Facility Cross-Reference
[PPP EDIT FFX]

🗝️   This option is locked with the PPP UTIL security key.

The *Edit Other Facility Cross-Reference* option allows the user to add, edit, delete, or expand an entry in the PPP FOREIGN FACILITY XREF file. After entering a patient name, any existing entries are displayed. An existing entry can be edited or deleted, or a new entry added. After the selected action is taken, the screen will be redisplayed showing the updates.

When editing, only the last date of visit and place of visit can be edited. When adding a new entry, the name of the institution visited and the last date of visit to that facility must be entered. The expanded selection shows all fields in the PPP FOREIGN FACILITY XREF file. Some of these fields are not editable.

Example: Edit Other Facility Cross-Reference

```
                    FOREIGN FACILITY XREF ADD/EDIT UTILITY

Select PATIENT NAME: NEVADA,NORMAN    04-26-67    054989898    YES
  SC VETERAN


PPP V1.0 Add/Edit DATA         Jul 23, 2002 08:14:05       Page:   1 of 1

Patient: NEVADA,NORMAN  (054989898)      DOB: APR 26, 1967

 Entry Institution              Domain                     Last Visit
 1     ISC REGION 1             KER.ISC-ALBANY.MED.VA.GOV  FEB 9,2002
 2     BOSTON, MA               BOSTON.MED.VA.GOV          APR 30,2002
 3     BROCKTON, MA             BROCKTON.MED.VA.GOV        MAY 10,2002


          Enter ?? for more actions
AE   Add Entry             DE   Delete Entry
ED   Edit Entry            EE   Expand Entry
Select Action:Quit// EE=1    Expand Entry




PPP V1.0 FFX DATA DISPLAY         Jul 23, 2002 08:14:05       Page:   1 of 1

Patient: NEVADA,NORMAN  (054989898)       DOB: APR 26, 1967
_____

Entry Date  : May 19, 2002
Entry Source: MANUAL

Patient Name: NEVADA,NORMAN                SSN: 054989898
Station: ISC REGION 1                      Domain: KER.ISC-ALBANY.MED.VA.GOV
Last Visit Date: FEB 9, 2002               Last Batch Request: NOT AVAILABLE
Last PDX Date: MAY 19,2002@16:35:18        Status: Results received


          Enter ?? for more actions

Select Action:Quit// <Enter>
```

Example: Edit Other Facility Cross-Reference continued

```
PPP V1.0 Add/Edit DATA        Jul 23, 2002 08:14:05        Page:   1 of 1

Patient: NEVADA,NORMAN (054989898)        DOB: APR 26, 1967

 Entry Institution          Domain                          Last Visit
 1     ISC REGION 1         KER.ISC-ALBANY.MED.VA.GOV       FEB 9,2002
 2     BOSTON, MA           BOSTON.MED.VA.GOV               APR 30,2002
 3     BROCKTON, MA         BROCKTON.MED.VA.GOV             MAY 10,2002


          Enter ?? for more actions
AE  Add Entry              DE  Delete Entry
ED  Edit Entry             EE  Expand Entry
Select Action:Quit//
```

4.3.4.   Print Other Facility Cross-Reference
[PPP PRINT FFX]

This option is locked with the PPP UTIL security key.

The *Print Other Facility Cross-Reference* option allows various reports to be printed from the PPP FOREIGN FACILITY XREF file. Any number, a range of numbers, or ALL can be selected to print.

Example: Print Other Facility Cross-Reference

```
          FOREIGN FACILITY CROSS-REFERENCE PRINT UTILITIES

            1 - Print Cross-reference By Patient Name
            2 - Print Cross-reference By Station Name
            3 - Print Station Histogram
            4 - Print Visit Histogram
            5 - Print Data Summary

            Select Range of Items or 'A' For All: A

Please wait..building display for 'Print Cross-reference By Patient Name'
```

Items 1 and 2 print the entire file, which includes patient name, SSN, and date of birth, station name, station number, domain name, and last visit date for each station listed. Item 3 prints a histogram showing each station and the number of patients from the facility that visited that station. Item 4 prints a histogram of the number of stations visited by patients from your facility. Item 5 prints a summary of statistics for the file. The "Please wait.." message will display before each selected screen is printed.

Samples of abbreviated outputs begin here and continue on the following pages.

Example 1: Print Other Facility Cross-Reference by Patient Name

```
PPP V1.0 - FFX REPORT DISPLAY     Jul 11,2002 13:29:33        Page:  1 of 1
                       PPP Foreign Facility Xref File
                     by patient as of --> JUL 11,2002

PATIENT NAME               SSN                           DOB
  FACILITY NAME            NUMBER      DOMAIN            LAST VISIT
_____
MISSISSIPPI,RANDALL                    240-68-2324        APR 10, 1956
  DURHAM, NC               558         DURHAM.MED.VA.GOV  SEP 19,2001

ALLEN,ARTHUR                           244-32-3363        MAR 25, 1927
  WASHINGTON, DC           688         WASHINGTON.MED.VA.GOV  SEP 9,2001


          Enter ?? for more actions

Select Action:Quit//
```

Example 2: Print Other Facility Cross-Reference by Station Name

```
PPP V1.0 - FFX REPORT DISPLAY     Jul 11,2002 13:29:33        Page:  1 of 1
                       PPP Foreign Facility Xref File
                     by station as of --> JUL 11,2002

FACILITY NAME                          NUMBER        DOMAIN
 PATIENT NAME               SSN        DOB           LAST VISIT

ALBANY                                 500           ALBANY.MED.VA.GOV
   CONNETICUT,CARL          152-45-7148 JAN  1,  1935 MAR 12,2002
   FLORIDA,FRANK            111-22-2333 MAY  5,  1955 MAY 10,2002

AUGUSTA, GA   (CONS)                   508           AUGUSTA.MED.VA.GOV
   DELAWARE,DAVID ANDREW    256-26-6249 MAR  4,  1922 AUG 14,2002
   GRAY,HAROLD              258-52-9112 FEB 19,  1937 SEP 30,2001


          Enter ?? for more actions

Select Action:Quit//
```

Example 3: Print Station Histogram

```
PPP V1.0 - FFX REPORT DISPLAY     Jul 11,2002 13:29:33        Page:  1 of 1

                    Pharmacy Prescription Practices
                     Foreign Facility Histograms
                    Stations Vs. Number Of Patients
                       As Of --> JUL 11,2002

359   -|- * (1)
373   -|- * (1)
405   -|- *** (3)
500   -|- ** (2)
508   -|- * (1)
518   -|- **** (4)

          Enter ?? for more actions

Select Action:Quit//
```

Example 4: Print Visit Histogram

```
PPP V1.0 - FFX REPORT DISPLAY     Jul 11,2002 13:29:33         Page:  1 of 1

                         Pharmacy Prescription Practices
                          Foreign Facility Histograms
                  Number Of Stations Visited Vs. Number Of Patients
                             As Of --> JUL 11,2002
_____
1      -|- ************************************************* (49)
2      -|- * (1)
3      -|- ***(3)
5      -|- * (1)
7      -|- * (1)
8      -|- * (1)



           Enter ?? for more actions

Select Action:Quit//
```

Example 5: Print Data Summary

```
PPP V1.0 - FFX REPORT DISPLAY     Jul 11,2002 13:29:33         Page:  1 of 1

                         Pharmacy Prescription Practices
                                 Data Summary
                             As Of --> JUL 11,2002

Total Number Of Patients In Patient File........................1472
Total Patients In Other Facility Xref File......................56
Total Number Of Stations Visited................................50
Total Number Of Entries In Other Facility Xref File.............80

Total Number Of Patients With Visits To 1 Other Station.........49    (3.33%)
Total Number Of Patients With Visits To 2 Other Stations........1     (0.07%)
Total Number Of Patients With Visits To 3 Other Stations........3     (0.20%)
Total Number Of Patients With Visits To 5 Other Stations........1     (0.07%)
Total Number Of Patients With Visits To 7 Other Stations........1     (0.07%)
Total Number Of Patients With Visits To 8 Other Stations........1     (0.07%)



           Enter ?? for more actions

Select Action:Quit//
```

4.3.5. Display Visits To Other Facilities
[PPP DISPLAY FOREIGN VISITS]

The *Display Visits to Other Facilities* option is an interactive version of the Foreign Medication Alert. The Foreign Medication Alert indicates that a patient has received medications at another VA medical center. After you enter a patient name, any visits to other facilities by that patient are displayed. Information provided might include date of last PDX, PDX status, and whether or not the pharmacy data is available. Special messages might also be displayed (see "Warning" message in example below).

You can then choose to view only the pharmacy data from the other facilities or the data from both your facility and the other facilities.

> **NOTE:** This functionality has been added to two existing Pharmacy software options. They are *New Prescription Entry* and *Refill Prescriptions* options under the *Rx (Prescriptions)* menu.

Example: Display Visits to Other Facilities

```
                  Display Pharmacy Data from other Facilities

Select PATIENT NAME: NEVADA,NORM      04-26-67    054989898     SC VETERAN




Other Facilities Visited      Apr 12, 2002 07:54:58      Page:  1 of   1

Patient: NEVADA,NORM  (054-98-9898)    DOB: APR 26,1967

 Station             Last PDX     PDX Status                 Pharmacy Data
 BEDFORD, MA         UNKNOWN      NONE                        NOT AVAILABLE
 BOSTON OC, MA       UNKNOWN      NONE                        NOT AVAILABLE
 BOSTON, MA          UNKNOWN      NONE                        NOT AVAILABLE
 BROCKTON, MA        04/08/2002   Patient was not found       NOT AVAILABLE
 ISC REGION 1        04/11/2002   Results received            AVAILABLE
  Warning... PDX Name (NEVADA,JAMES R) Does Not Equal Local Name.
 SAN FRANCISCO       UNKNOWN      NONE                        NOT AVAILABLE


          Enter ?? for more actions
DO  Display Other Pharmacy Data        DB  Display Both Pharmacy Data
Select Action:Quit// DO    Display Other Pharmacy Data
```

Example: Display Visits to Other Facilities (Continued)

```
Medication Profile - Other    Apr 12, 2002 07:59:57      Page:  1 of    2

Patient: NEVADA,NORM (054989898)      DOB: APR 26, 1967

  RX#   DRUG                              ST   QTY   ISSUED      LAST FILLED
NARRATIVE FROM ISC REGION 1
  => KNOWN DRUG ABUSER

DIS     DACARBAZINE 100MG INJ             AC   1     03/02/2002    03/03/2002
        SIG: TIGGER                       ISSUED AT ISC REGION 1 (11000)
        PROVIDER: DENVER,DONNA
4       ASCORBIC ACID 100MG TAB           AC   1     03/03/2002    03/03/2002
        SIG: AND 1 AT BEDTIME             ISSUED AT ISC REGION 1 (11000)
        PROVIDER: TOPEKA,MARK
5       P AND S OINTMENT 50GM             AC   1     03/03/2002    03/03/2002
        SIG: 1D                           ISSUED AT ISC REGION 1 (11000)
        PROVIDER: DENVER,DONNA
6       DACTINOMYCIN 0.5MG INJ            AC   1     03/03/2002    03/03/2002


+       Enter ?? for more actions
Select Action:Next Screen// <Enter>
```

```
Medication Profile - Other    Apr 12, 2002 07:59:57      Page:  2 of    2

Patient: NEVADA,NORM (054989898)      DOB: APR 26, 1967

  RX#   DRUG                              ST   QTY   ISSUED      LAST FILLED
        SIG: 1D                           ISSUED AT ISC REGION 1 (11000)
        PROVIDER: DENVER,DONNA
10      BARIUM SOLUTION 1900ML            AC   1     03/02/2002    03/02/2002
        SIG: AS DIRECTED                  ISSUED AT ISC REGION 1 (11000)
        PROVIDER: DENVER,DONNA
1024    ASPIRIN 325MG E.C. TAB            AC   100   02/16/2002    02/16/2002
        SIG: 2D                           ISSUED AT ISC REGION 1 (11000)
        PROVIDER: TOPEKA,MARK


        Enter ?? for more actions
Select Action:Quit//
```

4.3.6.   Purge Log File
     [PPP PURGE LOGFILE MENU]

This option is locked with the PPP UTIL security key.

The PPP LOG file maintains a chronological history of all important events that occur while running the Pharmacy Prescription Practices software. For each event, the date, time, user, and routine are stored along with a description of the event. The *Purge Log File* option will scan the PPP LOG file and delete any records with an entry date older than the value stored in the LOG FILE RETENTION DAYS field of the PPP PARAMETER file.

The PPP LOG file should be purged at least every 30 days, as it tends to grow rapidly. If you use the *Purge Log File* option, your monitor will be locked until the purge is completed. To avoid this, you may wish to schedule this via TaskMan as a background job to run after normal hours.

Example Purge Log File

```
Select Prescription Practices Utilities Option: LPRG   Purge Log File
Purge entries in PPP LOG file: NO// YES

RETAINED LAST 30 DAYS, PURGED 88 RECORDS.
```

4.3.7.   Edit Parameter File
[PPP (EDIT) PARAMETER]

 This option is locked with the PPP UTIL security key.

The PPP PARAMETER file establishes the local operating parameters for the Pharmacy Prescription Practices package. This option is used to enter/edit the PPP parameters. Below is a list of the parameters with description.

Select PPP PARAMETER ONE
    One (1) is the only response which can be entered at this prompt.

PRE-CLINIC SCAN DAYS
    Once each day, the Pharmacy Prescription Practices software will scan the clinic schedule for
    any patients in the PPP FOREIGN FACILITY XREF file who are scheduled for clinic
    appointments. This field determines how many days in the future to scan the appointment
    file. For example, if you want the software to scan for appointments one week in the future,
    you should enter 7 in this field.

DAYS PDX DATA VALID
    If the Pharmacy Prescription Practices software finds a patient in the PPP FOREIGN
    FACILITY XREF file who is scheduled for a clinic appointment, it will attempt to send a
    PDX request to the other facilities visited by that patient. This request will not be sent if
    PDX data already exists for this patient, unless the data on file is older than the number of
    days specified in this field.

PRINT CLINIC PROFILE
    The Pharmacy Prescription Practices software is capable of printing a medication profile,
    including both local and other facility data, for every patient scheduled for clinic on a given
    day. The report is enabled by setting this field to YES, and disabled by setting it to NO.

PRINT ALL PROFILES
    If the PRINT CLINIC PROFILE field is set to YES, you have the option of printing profiles
    for all scheduled patients or only those with medication data from other facilities. To print
    medication profiles for all scheduled patients, set this field to YES. To print only profiles for
    patients with data from other facilities, set this field to NO.

LOCAL STATION NUMBER
    Enter the station number of your VA medical center.

PRE-CLINIC PRINT DAYS
    This field determines the number of days in advance of the clinic appointments to print the
    profile report. For example, if you want the report printed three days prior to the scheduled
    clinic appointments, enter a 3 in this field.

Edit Parameter File parameters list (Continued)

LOGFILE RETENTION DAYS
> This field indicates the number of days you want to keep data in the PPP LOG file when using the *Purge Log File* option. For example, if you wish to retain the last ten days in the PPP LOG file, enter 10 in this field.

XREF RETENTION DAYS
> This field indicates the number of days you want to keep data in the PPP FOREIGN FACILITY XREF file when using the *Purge Other Facility Xref* option. The data purged is based on the LAST DATE OF VISIT field. For example, if you wish to purge all entries for patients who have not been to another facility in the past year, enter 365 in this field.

Example: Edit Parameter File

```
Select PPP PARAMETER ONE: 1
PRE-CLINIC SCAN DAYS: 7
DAYS PDX DATA VALID: 30
PRINT CLINIC PROFILE: YES
PRINT ALL PROFILES: NO
LOCAL STATION NUMBER: 633
PRE-CLINIC PRINT DAYS: 7
LOGFILE RETENTION DAYS: 30
XREF RETENTION DAYS: 365
```

4.3.8.   Print Log File
[PPP PRINT LOG]

This option is locked with the PPP UTIL security key.

The *Print Log File* option is used to print the entries from the PPP LOG file. The PPP LOG file contains all significant events and error conditions encountered while running the Pharmacy Prescription Practices software. This output can be used to help troubleshoot any problems that may occur with this application. A list of Log file codes and descriptions can be found in Appendix A of the Pharmacy Prescription Practices (PPP) Technical Manual.

Example: Print Log File

```
                  PHARMACY PRESCRIPTION PRACTICES PRINT LOG

Enter Date: 4 6 94  (APR 06, 2002)

Building display...this may take a moment


Display PPP Log                        APR 29,2002  14:25:37    PAGE 1 of 1

Data extracted for APR 06, 2002

 Date/Time                         User                       Routine
 APR 06, 2002@10:50:31             SPRINGFIELD,JACK           DEL_PPPEDT16
ENTRY DELETED  NEVADA,NORM, 11000

 APR 06, 2002@10:51:47             SPRINGFIELD,JACK           EDIT PPPEDT1
EXISTING ENTRY EDITED  NEVADA,NORM, 662

 APR 06, 2002@10:54:17             SPRINGFIELD,JACK           ADD PPPEDT14
MANUAL ENTRY ADDED TO FFX  NEVADA,NORM, 11000

 APR 06, 2002@14:52:20             SPRINGFIELD,JACK           PRTBYNM
FFX PRINT STARTED

 APR 06, 2002@14:54:16             SPRINGFIELD,JACK           PRTBYNM
FFX PRINT ENDED


          Enter ?? for more actions

Select Action:QUIT//
```

4.3.9.   Initialize Statistic File
[PPP INIT STAT]

🔑   This option is locked with the PPP UTIL security key.

The PPP STATISTIC file contains a set of counters whose values increase each time one of the events occurs. The *Initialize Statistic File* option will reset all of the values to zero for the following counted events.

TOTAL PDXS SENT
This counter indicates the total number of PDX requests generated by the Pharmacy Prescription Practices software.

TOTAL ALERTS ISSUED
This counter indicates the total number of alerts generated during the prescription fill/refill process. The alert notifies you that the patient who is receiving the prescription has been given medication at another facility. You are given the option of viewing the medication profiles from the other facilities or ignoring the data.

TOTAL ALERTS IGNORED
This counter indicates the number of times an alert is ignored.

TOTAL MANUAL ENTRIES ADDED
This counter indicates the number of patients who were manually added to the PPP FOREIGN FACILITY XREF file.

TOTAL ENTRIES DELETED
This counter indicates the total number of PPP FOREIGN FACILITY XREF file entries that have been deleted.

TOTAL ENTRIES EDITED
This counter indicates the total number of PPP FOREIGN FACILITY XREF file entries that were edited.

TOTAL NEW PATIENTS ADDED
This counter indicates the number of entries added to the PPP FOREIGN FACILITY XREF file via the *Register a Patient* registration option.

TOTAL PROFILES VIEWED
This counter indicates the total number of medication profiles viewed through the *Display Visits To Other Facilities* option.

Example: Initialize Statistic File

```
Select Prescription Practices Utilities Option: Initialize Statistic File
Clear entries in PPP STATISTICS file: NO// YES

All Statistics Set To 0.

Press <Return> to continue
```

4.3.10.   Print Statistic File
[PPP PRINT STATISTICS]

This option is locked with the PPP UTIL security key.

The *Print Statistic File* option allows you to print the contents of the PPP STATISTIC file. The PPP STATISTIC file contains a set of counters whose values increase each time one of the events occurs.

Example: Print Statistic File

```
Select Prescription Practices Utilities Option:  STAP   Print Statistic File
DEVICE: <Enter>  LAT    RIGHT MARGIN: 80// <Enter>




STATISTIC FILE                              AUG  5,2002  12:08    PAGE 1
------------------------------------------------------------------------

Date Initialized...................... AUG  4,2002  12:35
Total PDX's Sent...................... 0
Total Alerts Issued................... 0
Total Alerts Ignored.................. 0
Total Manual Entries Added............ 1
Total Entries Deleted................. 0
Total Entries Edited.................. 1
Total New Patients Added.............. 0
Total Profiles Viewed................. 2


LISTING COMPLETE.
```

4.3.11.   Purge Other Facility Xref
[PPP XREF PURGE]

This option is locked with the PPP UTIL security key.

The *Purge Other Facility Xref* option will scan the PPP FOREIGN FACILITY XREF file and delete any records with a last date of visit older than the value stored in the XREF RETENTION DAYS field of the PPP PARAMETER file.

The PPP FOREIGN FACILITY XREF file should be purged each time the *Build/Rebuild Other Facility Xref* option is run. If you use the *Purge Other Facility Xref* option, your monitor will be locked until the purge is completed. This purge may also be scheduled via TaskMan to run as a background task after normal hours.

Example: Purge Other Facility Xref

```
Select Prescription Practices Utilities Option: XPRG   Purge Other Facility
Xref
Purge entries in PPP FOREIGN FACILITY XREF file: NO// YES

RETAINED LAST 365 DAYS, PURGED 101 RECORDS.
```

4.3.12.   Add/Edit Merged Sites
[PPP MERGED SITE EDIT]

This option is locked with the PPP UTIL security key.

This option allows consolidated sites to be added to the PPP CONVERSION SITE file. This file prevents multiple requests from being sent to both the legacy and merged site for the same patient.

NOTE: This option should be assigned to the menu of the person responsible for this package.

Example: Add/Edit Merged Sites

```
Select OPTION NAME: Add/Edit Merged Sites    Add/Edit Merged Sites

Select LEGACY SITE: LIVERMORE.MED.VA.GOV
  Are you adding 'LIVERMORE.MED.VA.GOV' as
    a new PPP CONVERSION SITE (the nTH)? Y  (Yes)
LEGACY SITE: LIVERMORE.MED.VA.GOV// <Enter>
MERGED WITH SITE: PALO-ALTO.MED.VA.GOV
```

(Page added for two-sided copying.)

Glossary

Domain   A facility's electronic mail address.

Foreign Medication Alert   An indication that a patient has received medications at another VA medical center.

Histogram   A representation of frequency distribution by means of rectangles whose widths represent class intervals and whose areas are proportional to the corresponding frequencies.

MPI/PD   Master Patient Index/Patient Demographics

PDX   Patient Data Exchange

PDX request   Asking for an exchange of patient data between VA facilities using the MailMan electronic mail utility.

PPP   Pharmacy Prescription Practices

(Page added for two-sided copying.)

Appendix A - List Manager

The List Manager is a tool that displays a list of items in a screen format and provides the following functionality.

- browse through the list
- select items that need action
- take action against those items
- select other List Manager actions without leaving the option

You can select an action and entry number by using an equals sign (=), for example:

CI=1   will process entry 1 for check in
CI=3 4 5   will process entries 3, 4, 5 for check in
CI=1-3   will process entries 1, 2, 3 for check in

In addition to the various actions that may be available specific to the option you are working in, List Manager provides generic actions applicable to the List Manager screen. You may enter double question marks (??) at the "Select Action" prompt for a list of all actions available.

On the following page is a list of basic List Manager actions with a brief description. This list may have been altered by the specific package you are working in. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

Action	Description
Next Screen [+]	move to the next screen
Previous Screen [-]	move to the previous screen
Up a Line [UP]	move up one line
Down a Line [DN]	move down one line
Shift View to Right [>]	move the screen to the right if the screen width is more then 80 characters
Shift View to Left [<]	move the screen to the left if the screen width is more then 80 characters
First Screen [FS]	move to the first screen
Last Screen [LS]	move to the last screen
Go to Page [GO]	move to any selected page in the list
Re Display Screen [RD]	redisplay the current screen
Print Screen [PS]	prints the header and the portion of the list currently displayed
Print List [PL]	prints the list of entries currently displayed
Search List [SL]	finds selected text in list of entries
Auto Display(On/Off) [ADPL]	toggles the menu of actions to be displayed/not displayed automatically
Quit [QU]	exits the screen

Appendix B - Medication Profiles

Clinic Medication Profile Sample

```
              PPP - MEDICATION PROFILE FROM OTHER VAMC(s)        Page 1
                       Date Printed: 03-10-2002

Patient: BLAIR,ANDREW (145432333)                       DOB: NOV 14, 1919
==============================================================================

NARRATIVE FROM VAMC BOSTON
 =>ALLERGIC TO IVP DYE,CODEINE(NHR:07/20/93) WATCH SCHEDULE II MEDS RENEWALS
MORE FREQUENTLY THAN EACH MONTH PER DR ESTER (PJA:04/18/94)

RX #     DRUG                           ST   QTY   ISSUED      LAST FILLED
==============================================================================

563633   LIDOCAINE                      A    2     11/01/2001   11/01/2001
         SIG: USE 10CC TWICE A DAY AS D ISSUED AT BUFFALO, NY (528)
         PROVIDER: MILSON,LARRY L

2092298D ASPIRIN                        S    30    12/28/2001   03/03/2002
         SIG: TAKE 1 TABLET EVERY DAY   ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2109415C NIFEDIPINE                     S    90    12/28/2001   03/03/2002
         SIG: TAKE 1 CAPSULE THREE TIME ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2092299D ISOSORBIDE DINITRATE 10 MG     S    90    12/28/2001   03/03/2002
         SIG: TAKE 1 TABLET THREE TIMES ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2092300D ISOSORBIDE DINITRATE           S    90    12/28/2001   03/03/2002
         SIG: TAKE 1 TABLET THREE TIMES ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2092301D NITROGLYCERIN                  S    1     12/28/2001   03/03/2002
         SIG: DISSOLVE 1 TABLET UNDER T ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2092297D GLYBURIDE                      S    30    12/28/2001   03/03/2002
         SIG: TAKE 1 TABLET EVERY DAY   ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD

2092302D DOCUSATE 100 MG (SOFTGEL)      S    60    12/28/2001   03/03/2002
         SIG: TAKE 2 CAPSULES EVERY DAY ISSUED AT CANANDAIGUA, NY (532)
         PROVIDER: BENSON,RICHARD
```

Foreign Medication Profile Sample

```
              PPP - Medication Profile from other VAMC(s)      Page 1
                       Date Printed: 03-10-2002

Patient: HOUSTON,ANTHONY (009009309)                   DOB: JUL 28, 1925
========================================================================
RX #     DRUG                        ST   QTY   ISSUED        LAST FILLED
========================================================================

603059   ACETAMINOPHEN/PROPOXYPHENE   E   50   02/02/2002   02/02/2002
         SIG: TAKE ONE EVERY SIX HOURS  ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

603057   TAPE, PAPER 1 INCH           A    3   02/02/2002   02/02/2002
         SIG: AS DIRECTED              ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

603058   BACITRACIN/POLYMYXIN B        A    1   02/02/2002   02/02/2002
         SIG: APPLY TO LEFT THIGH WOUND ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

603060   INDOMETHACIN                  A   90   02/02/2002   02/02/2002
         SIG: TAKE ONE THREE TIMES A DA ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

590446   ACETAMINOPHEN/PROPOXYPHENE   E   30   01/05/2002   01/05/2002
         SIG: TAKE ONE EVERY FOUR HOURS ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

590445   CIPROFLOXACIN                 E   20   01/05/2002   01/05/2002
         SIG: TAKE 1 TWICE A DAY FOR TE ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

590447   INDOMETHACIN                  E   50   01/05/2002   01/05/2002
         SIG: TAKE ONE THREE TIMES A DA ISSUED AT BUFFALO, NY (528)
         PROVIDER: STRIGHT,CHRISTOPHER T

588006   TAPE, CLOTH 1 INCH            A    2   12/29/2001   01/05/2002
         SIG: AS DIRECTED              ISSUED AT BUFFALO, NY (528)
         PROVIDER: WESNICK,JOHN H
```

Index